

Job Description:

Designation: US Accountant

Essential Job Functions:

- Expertise in Processing Quick Books
- Thorough knowledge on Core Accounting & US Taxation will be added advantage.
- Should be able to process time sheets & attendance logs
- Should be able to process salaries of onsite consultants remotely
- Knowledge of US Payroll cycle is added advantage
- Should have working knowledge of SOWs
- Should be able to raise invoices every fortnight to the client
- Should have handled wire and RTGS, & NEFT preferably for a US bank
- Should have good interpersonal relations
- Should be ready to work in US time zone (or shifts) particularly in PDT (Pacific Day Timings) timings
- Should have good analytical skills
- Should be a go getter and aggressive
- Should be proficient in MS office suite
- Should be good at follow ups
- Client relationship

Qualification and Experience:

- Any Graduate with CA background. (I.e. pursuing CA, practising CA)
- 3-4 years Experience.

Skills/Abilities:

- Good Communication Skills.
- Demonstrated ability to relate well to, and understand the needs and interests of, prospective Clients in order to develop relationship.
- Demonstrated success in sales and the ability to successfully manage existing business and Development of new business.
- Ability to participate in all aspects of the sales cycle.
- Able to work under pressure of deadlines / goals.
- Excellent oral, written and interpersonal skills required.
- Excellent Team player.

Email CVs to hr@goldstonetech.com